



**MUZAFFAR AHMED
MAHAVIDYALAYA**

A GOVT. AIDED DEGREE COLLEGE

AISHE CODE - C7126

To

All Members

Internal Quality Assurance Cell

Muzaffar Ahmed Mahavidyalaya

Salar, Murshidabad - 742401.

Date : 17/04/2025

Sir/Madam,

A meeting of the IQAC of Muzaffar Ahmed Mahavidyalaya will be held on 30/04/2025 (Wednesday) at 1:30 pm in the chamber of the Principal. The agenda of the meeting are mentioned below.

Your presence in the meeting is highly solicited.

With thanks and regards.

17.04.25
Coordinator (IQAC)
Muzaffar Ahmed Mahavidyalaya
Co-ordinator
IQAC
Muzaffar Ahmed Mahavidyalaya

17/04/25
Principal
Muzaffar Ahmed Mahavidyalaya
Principal
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad

Agenda :

1. Read and confirm the proceedings of last meeting.
2. To discuss about the organizing Parent -Teacher meetings for each departments.
3. To discuss about the organizing a Students' seminar among ten departments.
4. To discuss about the planting flower trees around the college building.
5. To discuss about the 360⁰ Teachers' appraisal.
6. Misc.

Members Present

1. *[Signature]*
2. Mr Ashraf Ali
3. Rony Chatterjee 30/4/25
4. Ashim S. 30.04.25
5. Rousomara Begum 30-4-25
6. Sampat Singh 30/04/2025
7. Md. Gimatulla Sir; 30/04/25
8. Paulomi Saha 30/4/25
9. Deepayan Das 30/4/25
10. Mithu Chandra 30/4/25
11. S.K.E. Bodrud Alam 30.04.25
12. Sumit Saha 30.04.25 (Student)
13. Dr. Jie K. 30/4/25

Minutes of the meeting of the IQAC

Date : 30.04.2025

Venue : Principal's Chamber

Time : 1:30 pm

At first, The IQAC Coordinator started the meeting by thanking everyone and requested the Principal to conduct the meeting. The Principal welcomed the two new members of the cell, expressed his thanks to all the members and commence the meeting.

The following resolutions are taken:

Resolution-1

The resolution of the previous meeting was read out to all present members. In response, the Principal stated that it is not possible at this moment to set up a separate seminar room, an IQAC room and departmental rooms. However, keeping the interests of the students in mind, a library reading room will be renovated and room no. 03 of the college will be renovated to serve as a seminar room. The remaining matters were adopted unanimously.

Resolution-2

In the discussion of today's meeting agenda no.2 (Parent-Teacher Meeting) discussion, it was unanimously resolved that, Parent-Teacher Meeting will be organized department- wise. Prior to meeting , the respective department will contact parents by

phone – using their departmental records to invite them to attend the meeting. The departmental information will be provided by Mr. S.K.E Badrul Alam.

Resolution-3

In the context of the discussions regarding the student seminar involving ten departments, it was unanimously resolved to proceed with the arrangement of the seminar. During the deliberations on the selection of the seminar topic Mrs. Sampa Dey, suggested selecting the topic based on the syllabus of the 1st semester VAC or the 3rd semester MDC. Dr. Aslim Sk proposed the theme “ Society, History, Philosophy, Politics, Literature and Education : The Context of Nature and Environment”. Mr. Deepayan Das proposed organizing the seminar on the National Education Policy (NEP-2020).

After due consideration, it was unanimously decided that the final decision regarding the seminar topic will be taken in the forthcoming meeting of the Heads of the Departments.

Resolution-4

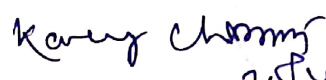
All members expressed their unanimous consent to the proposal of planting flower trees around the college building.

Resolution-5

For the purpose of NAAC requirements and to enhance the overall quality and performance of teaching-learning process of the institution, it was highly essential to prepare a 360° Teachers’ Appraisal . In this regard, the IQAC Coordinator discussed in detail the necessity of implementing the 360° Teachers’ Appraisal and stated that it may be carried out in the format of Self- Assessment, Student Feedback, Peer Feedback and Administrative Evaluation. The proposal was unanimously accepted. It was further decided that, every teaching faculty of the college must prepare their respective 360° Teachers’ Appraisal.

As there was no further matter for discussion, the meeting was concluded with the vote of thanks to all from the chair.


30.04.2025
Co-ordinator
IQAC
Muzaffar Ahmed Mahavidyalaya


30/4/25
Principal
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad